

guidance **INDEX**

Vol. XV, No. 2 | February, 1952

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New SRA Guidance Publications

Better Living Booklet, Your Children's Manners by Rhoda W. Bacmeister, Director, Manhattanville Day Nursery, New York City, and formerly State Supervisor of Homemaking Education, Indiana. (See review item No. 3)

Junior Life Adjustment Booklet, You and Your Problems by Stanley E. Dimond, Professor of Education, University of Michigan, Ann Arbor. (See review item No. 43)

Life Adjustment Booklet, What Is Honesty? by Thaddeus B. Clark. (See review item No. 42)

Directions For Use

The **Guidance Index**, published monthly during the school year, lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, and administrator; the second, for the student.

The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes material especially suitable for the elementary schools.

All vocational information is classified according to the SRA Occupational Filing Plan. This aids the reader in finding the material wanted, and in filing it when it has been obtained. Every effort is made to list as many free and inexpensive (50 cents or less) publications as possible. In this issue of the *Guidance Index* you will find:

64 items covering **43** subjects of which **30** are free or inexpensive.

Note

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

Volume XV

February, 1952

Number 2

Guidance Index is published monthly September through May by

Science Research Associates 57 W. Grand Avenue, Chicago 10, Illinois

Managing Editor: Gwendolyn Calhoun. Subscription rate \$4 a year in the United States and its possessions and Canada. Foreign, \$5. Entered as second-class matter October 21, 1946, at the Post Office at Chicago, Illinois, under the Act of March 3, 1879. Copyright 1952, by Science Research Associates, Inc.

for the **COUNSELOR TEACHER, and ADMINISTRATOR**

Items listed in this category give information on guidance and related fields: child development, personal adjustment, education, and vocational guidance.

Adolescence

1. **The Psychology of Adolescent Development.** Raymond G. Kuhlén. [Harper & Bros., 49 E. 33rd St., New York 16.] 1952. 675 pp. \$5.00.

This book presents a comprehensive treatment of psychological development during adolescence. It considers the physical, intellectual, and cultural backgrounds of adolescent adjustment and development and gives an over-all picture of how adolescent personality changes influence behavior. The book also deals with the nature of the adolescent adjustment process and the typical problems faced during that period. The author includes a number of charts, tables, and bibliographies which document the varied sources from which his material has been taken.

Child Guidance

2. ***Children from Seed to Saplings.** Martha May Reynolds. 2nd ed. [McGraw-Hill Book Co., 330 W. 42nd St., New York 18.] 1951. 334 pp. \$3.75.

A fundamentally and academically sound treatment of child growth—physical, mental, social, and emotional—from prenatal existence to adolescence. For each stage and period of growth, the author considers the child's bodily activities, physical growth and general health, social development, school progress, sex interests, intelligence, and personality. Intended as a nontechnical guide for the study of children, the book should be helpful to parents, teachers, nurses, counselors, teachers in training, and to all who want to know more about children and understand their behavior. Appendixes include suggestions for studying

children, a plan for student observation of babies, suggestions for interviewing, and a list of visual materials.

3. **Your Children's Manners.** Rhoda W. Bacmeister. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 48 pp. 40c. Quantity discounts.

Do manners matter to children? Do they matter to parents? Is teaching manners old-fashioned? What standards should we expect from children of six, eleven, and teenage? Is it possible to "make" a child observe certain courtesies? In this booklet the author stresses the point that real courtesy stems from an inner feeling of friendliness. Children are more likely to show consideration for others if they feel in tune with the world around them. Mrs. Bacmeister distinguishes between "sham elegance"—the form of etiquette—and true courtesy. She presents a sensible guide to training in good manners, showing parents and teachers how the inherent qualities in children can actually be the basis for such training.

Child Psychology

4. **Children Who Hate: The Disorganization and Breakdown of Behavior Controls.** Fritz Redl and David Wineman. [The Free Press, Glencoe, Ill.] 1951. 253 pp. \$3.50.

An exploration of aggressive behavior in children whose aggressiveness is so acute that it must be clinically treated. The descriptions of these extreme cases are designed to show parents and professional workers who deal with children how the childhood disorganization and breakdown of

behavior controls may be prevented. The authors use numerous case histories to illustrate the many specific points which they discuss.

5. The Psychoanalytic Study of the Child. Vol. VI. Edited by Ruth S. Eissler, Anna Freud and Others. [International Universities Press, 227 W. 13th St., New York 11.] 1951. 398 pp. \$7.50.

Professional workers who deal with the problems of childhood and others interested in the personality disorders of individuals at any age level should find this volume of value. It contains a wide range of material, including theoretical psychoanalytic papers and numerous clinical reports. The persons who contributed to the volume are established leaders in the field of child psychiatry and related areas.

Child Welfare

6. Creative Group Living in a Children's Institution. Susanne Schulze, Ed. [Association Press, 291 Broadway, New York 7.] 1951. 224 pp. \$5.00.

A collection of ideas regarding institutional child care contributed by workers in various aspects of the field. The symposium includes descriptions of the writers' experiences in creative group living in children's institutions and covers a wide range of material on that subject. Some of the areas covered are: administration, group worker, casework, intake and placement, research, religion, youth participation, and the roles of the psychiatrist, the board member, and the houseparents. The aim of this book is to help persons concerned with institutional child care to apply the knowledge and skills necessary for a full realization of creative group living.

Curriculum

7. Action for Curriculum Improvement. 1951 Yearbook. [Association for Supervision and Curriculum Development, 1201 Sixteenth St., N.W., Washington 6, D. C.] 1951. 246 pp. \$3.50.

This book describes the cooperative action of teachers, administrators, supervisors, and

parents to obtain better educational programs and better communities. It sets forth the theory, practice, and experiences as individuals and as group members. The book also indicates present conditions which necessitate adjustment in the school's program, and shows how programs can be organized; how leadership may be developed; and how the programs may be evaluated. Classroom teachers at all levels, administrators, curriculum specialists, and persons responsible for pre-service and in-service training programs in those areas will find this book of value.

Education

8. Citizens and Educational Policies. Educational Policies Commission. [National Education Assn., 1201 Sixteenth St., N.W., Washington 6, D. C.] 1951. 19 pp. 15c. Quantity discounts.

This booklet outlines some principles by which citizen control of the public school policies may be effected, and by which they may share the responsibility for shaping educational policies. It also discusses what is needed to make these principles effective and describes the community resources that can be utilized to increase citizen participation. Special recommendations to individual citizens, to citizen groups, to boards of education, to superintendent of schools, to teachers, and to professional educational organizations concerning what each can do to help increase school-community cooperation and citizen participation in public education, are included.

9. Crisis and Hope in American Education. Robert Ulich. [The Beacon Press, 25 Beacon St., Boston 8, Mass.] 1951. 235 pp. \$3.75.

In this book the author attempts an evaluation of the American educational system from the elementary school to the universities and the various programs of adult education. He discusses education not only as intellectual achievement but as preparation for assuming the full responsibilities of citizenship. The book contains proposals for the schools of the future, covering all of the educational activities—both practical and intellectual—which should be carried on in them. The education of teachers and their responsibility in helping to provide for youth adequate educational opportunities for living and learning are also considered.

10. It Starts in the Classroom—A Public Relations Handbook for Classroom Teachers. [Nat. School Public Relations Assn., 1201 Sixteenth St., N.W., Washington 6, D. C.] 1951. 64 pp. \$1.00. Quantity discounts.

This booklet describes methods of school public relations that have been tried and proved workable. It is designed to help classroom teachers understand the significance of their role in public relations. Various chapters in the handbook point out the teacher's responsibility in building an appreciation of professional skills and achievements. Others are concerned with pupil reports, homework, co-curricular activities, teacher-pupil relationships, and parent-teacher cooperation. Suggestions are also included for helping students, parents, and the general public to understand the curriculum and instructional methods. The handbook is printed in two colors and is illustrated throughout with cartoons.

11. *The Schools and National Security—Recommendations for Elementary and Secondary Schools. Edited by Charles W. Sanford and Others. [McGraw-Hill Book Co., 330 W. 42nd St., New York 18.] 1951. 292 pp. \$3.00.

This book was written through the cooperative efforts of educators and laymen to help keep schools adequately prepared to meet both the long-term and the immediate needs of the country in today's conflicts. The recommendations outlined in it cover the needs of both the elementary and the secondary schools—needs which are designed to directly contribute to national security. The three main topics considered are: Estimate of the National Security Situation; Major Educational Implications of the National Security Situation; and The Recommended National Security Program for the Schools. Boards of education, PTA groups, and faculties will find many of these recommendations suitable for use in their local school.

Elementary Education

12. *Evaluation and the Elementary Curriculum. Harold G. Shane and E. T. McSwain. [Henry Holt and Co., 257 Fourth Ave., New York 10.] 1951. 477 pp. \$3.90.

This book was planned as a practical resource for teachers, administrators, and parents to use in their efforts to evaluate and improve the opportunities which public education provides for children in the elementary school. The authors outline certain objectives of elementary education and suggest methods of reaching these goals. Part I of the book deals with ways of helping evaluators clarify their values and set up procedures for determining the extent to which the objectives suggested are being achieved. Part II is concerned with helping persons in the local school evaluate the elementary-school curriculum and its environment. Appendixes contain a summary of the development of education evaluation, criteria of good citizenship in terms of behavior, and a selected, annotated bibliography of evaluation instruments and related materials.

13. *Guidance Services in the Elementary School. Raymond N. Hatch. [Wm. C. Brown Co., 915 Main St., Dubuque, Iowa.] 1951. 113 pp. \$1.50.

This book discusses the role of guidance in the elementary school and offers a number of practical suggestions which may be used to develop a school guidance program on that level. The author describes the common characteristics and needs of pupils in the elementary school and shows what the guidance services can do to meet the individual needs of pupils through such devices as: the pupil-inventory service, the informational service, and the counseling service. Many of the guidance tools and techniques which are suggested have been taken from actual school situations. Counselors, teachers, and administrators of elementary schools should find this booklet of value in initiating or improving pupil guidance services in their school. Additional reading references are suggested at the end of each chapter.

Exceptional Children

14. Educating the Retarded Child. Samuel A. Kirk and G. Orville Johnson. [Houghton Mifflin Co., 2 Park St., Boston 7, Mass.] 1951. 434 pp. \$3.00.

Of value to students, teachers, administrators, psychologists, and other workers interested in the problems of children who are retarded in intelligence. The book presents a comprehensive description of the problem

with suggested methods of solution. It brings together information from various sources covering teaching procedures to use with retarded children, and instructions for developing programs of rehabilitation for them. Special-class programs, from the pre-school class through postschool, are included.

Family Life

15. Fathers Are Parents, Too—A Constructive Guide to Successful Fatherhood. O. Spurgeon English and Constance J. Foster. [G. P. Putnam's Sons, 2 W. 45th St., New York 19.] 1951. 304 pp. \$3.75. This book contains sound counsel and guidance for fathers, which, if put into practice, will help them enjoy the many satisfactions and opportunities of parenthood. The authors discuss all of the problems which fathers face, beginning with the time of prospective fatherhood through adolescence. Written in readily understandable language, the book will show fathers how they can encourage their children to make successful adjustments to their future social and vocational responsibilities and become useful, worthwhile citizens.

Human Relations

16. Diagnosing Human Relations Needs. Hilda Taba and Others. [American Council on Education, 1785 Massachusetts Ave., N.W., Washington 6, D. C.] 1951. 155 pp. \$1.75. The first in a series called "Studies in Inter-group Education," this booklet describes several devices helpful in diagnosing the social learning needs of children and adolescents in relation to their cultural backgrounds, their individual differences, and their relationships with family and friends. The instruments and procedures described include the use of diaries, parent interviews, participation schedules, sociometric procedures, open questions, and records of class procedures. They were useful as methods for obtaining descriptive evidence which could be incorporated into instruction while being used for diagnosing the human relations needs.

17. Human Relations in Curriculum Change. Kenneth D. Benne and Bozidar Muntyan. [The Dryden Press, 31 W. 54th St., New York 19.] 1951. 363 pp. \$2.90.

This book consists of a group of selected readings which have especial emphasis on group development. The material included was originally issued as a bulletin published for use in Illinois and will be of value to groups and individuals interested in the improvement of education. Many practical suggestions are included for carrying out effectively the group procedures set forth.

Mental Hygiene

18. The Bases of Human Behavior—A Biologic Approach to Psychiatry. Leon J. Saul. [J. B. Lippincott Co., E. Washington Sq., Philadelphia 5, Pa.] 1951. 150 pp. \$4.00. This book presents an explanation of the biologic basis of psychiatry and describes the fundamental knowledge upon which modern dynamic psychiatry works. It was prepared to help provide an appreciation of the reality of the emotional forces within the mind and their relationship to the individual's physiologic functioning. The author feels that although this book was developed in connection with medical teaching, it should be helpful to all persons interested in the fundamentals of the psychological sciences and their role in making better human beings.

19. Child Psychiatry in the Community—a Primer for Teachers, Nurses and Others Who Care for Children. Harold A. Greenberg. [G. P. Putnam's Sons, 2 W. 45th St., New York 19.] 1951. 296 pp. \$3.50.

This book outlines present-day thinking on child psychiatry as developed in a large clinic devoted to understanding children's problems. It brings together all the various aspects of child psychiatry and describes the nature, philosophy, and type of service the clinic provides. The author has designed this book for teachers, nurses, and others who have children in their care. The book also illustrates by cases and examples the types of problems seen in the clinic and the methods used in their treatment.

20. The People in Your Life. Margaret M. Hughes, Ed. [Alfred A. Knopf, 501 Madison Ave., New York 22.] 1951. 278 pp. \$3.50.

A series of lectures on psychiatry and personal relations given at Town Hall in New York by a group of leading psychiatrists and

others active in the field of mental health. Each chapter explores one of the human relationships that affect us at some point in our life. Included are relationships such as those between man and woman, husband and wife, parent and child, race majority and race minority, student and teacher, friend and friend, pastor and parishioner, community and citizen. At the end of each chapter there is a brief question and answer section.

Old Age

21. Trends in Gerontology. Nathan W. Shock. [Stanford Univ. Press, Stanford, Calif.] 1951. 153 pp. \$2.50.

This book presents a summary of what has been done to solve the problems of the aging in regard to employment, health maintenance, living arrangements, education, community programs, care, and rehabilitation. The author includes numerous graphs and charts to show more clearly how geography, housing facilities, employment conditions, and health programs affect life-expectancy, and outlines a program for meeting the demands of the aged more effectively. The material included in this book was taken from personal visits to housing projects for elderly people, research laboratories, institutes, recreation clubs, and other reliable sources. It will be of value to individuals and organizations who deal with or, are responsible for the care of the elderly.

Older Workers

22. Hiring Older Workers. Women's Bureau, U. S. Dept. of Labor. [Supt. of Documents, U. S. Govt. Print. Off., Washington 25, D. C.] 1951. 6 pp. 5c.

This leaflet contains suggestions to employers in regard to hiring older workers in their business or industrial organizations. Some general facts about older workers and their stability, responsibility, learning ability, competence, endurance, and attendance records are included to show their value as part of the labor force. Suggestions for the practical utilization of older workers skills are also included.

Part-Time Employment

23. Part-Time Jobs for Women—A Study in Ten Cities. Women's

Bureau Bulletin No. 238. U. S. Dept. of Labor. [Supt. of Documents, U. S. Govt. Print. Off., Washington 25, D. C.] 1951. 82 pp. 25c.

This study presents the part-time experiences of management and employees from a wide range of industries and occupations where women are employed on a part-time basis. The reasons why employers set up part-time jobs, why women work part-time, the jobs and job requirements, the methods of finding jobs and workers, hours, earnings, benefits, and some of the advantages and disadvantages of part-time work from both the employer's and employees' standpoints, are reported. Suggestions for women seeking part-time jobs and suggestions for employers of part-time workers are included.

Psychology

24. Psychology: The Fundamentals of Human Adjustment. Norman L. Munn. 2nd ed. [Houghton Mifflin Co., 2 Park St., Boston 7, Mass.] 1951. 624 pp. \$4.50.

This book is intended as a text for an introductory college course in psychology. The author has presented material that will be of equal value and interest to students who takes no further courses in psychology and to those who go on to specialize in the field. His material is varied and practical to appeal to the former; complete and informative to be of value to the latter. Dr. Munn's approach is eclectic and objective, in that all fields of psychology are surveyed. He has used a larger proportion of material from research with human beings, rather than from research with animals. A well-organized and attractive text, this edition contains many new illustrations and almost every chapter has been rewritten.

Psychology, Educational

25. Psychology in the Service of the School. M. F. Cleugh. [Philosophical Library, 15 E. 40th St., New York 16.] 1951. 183 pp. \$3.75.

Written in nontechnical language and including numerous detailed examples, this book is intended as a practical aid for teachers and other professional workers who handle children's difficulties. It deals with the more ordinary problems of children, rather than with the seriously maladjusted children, and examines some of the causes of their difficulties. The examples included il-

illustrate both wise and unwise handling of difficulties on the part of parents and teachers, and the author outlines guiding principles which may be applied in handling similar situations.

Public Opinion

26. The Press and Society—A Book of Readings. Edited by George L. Bird and Frederic E. Merwin. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1951. 655 pp. \$5.00.

A compilation of recent studies on the press, designed to show how and why the press influences the public and how and why the public reacts to the press. Part I deals with public opinion, propaganda, and press freedom; Part II with the press at work in society; and Part III is concerned with the outside influence in press practices and the major forces which affect them. This book will be of interest to students of journalism, their instructors, and other persons engaged in newspaper work or a similar medium of communication.

Rural Schools

27. *The Child in the Rural Environment. Fannie Wyche Dunn. Yearbook 1951. [Dept. of Rural Education, National Education Assn., 1201 Sixteenth St., N.W., Washington 6, D. C.] 1951. 253 pp. Cloth \$3.00; Paper \$2.00.

This yearbook presents a practical picture of the best rural schools at work, and shows what rural schools can become. The author, writing from carefully kept records of real children, gives a vivid picture of young children growing up in rural environments—how they grow, how they learn, their needs and problems. What the school can do to aid in the education and development of children in rural communities is also pointed out.

School-Community Relations

28. Instructional Leadership in Small Schools. Prepared by a committee of the Association for Supervision and Curriculum Development. [National Education Assn., 1201 Sixteenth St., N.W., Washington 6, D. C.] 1951. 88 pp. \$1.25.

This booklet describes some of the advantages which small schools have for initiating, developing, and utilizing the leadership of teachers, children, and community members. It gives actual examples of how democratic leadership in each area is being promoted in various communities. Evidences of good practices in leadership, which at the same time demonstrate specific techniques, are given at the end of each illustration. Those techniques which are common to all democratic leadership are listed at the end of the booklet.

Secondary Education

29. Statistics of Nonpublic Secondary Schools. Chap. 7, Biennial Survey of Education in the U. S., 1946-48. [Supt. of Documents, U. S. Govt. Print. Off., Washington 25, D. C.] 1951. 11 pp. 10c.

This report contains data on the number of pupils enrolled, the number of graduates, and the number of instructional staff members in the nonpublic secondary schools in the United States. The information given is classified by state and by type of control or affiliation for each school. The data is presented by means of statistical tables.

Sex Education

30. Parent-Teacher Guidance in Social Hygiene Education for Family Life. Thomas W. Galloway. [Amer. Social Hygiene Assn., 1790 Broadway, New York 19.] 1951. 35 pp. 35c. Quantity prices.

Written for parents, teachers, and others who train and guide young people, this pamphlet discusses ways in which they may aid in the sound personal and social development of youth. The author divides the child's life into three main groups—the early stage, the early adolescent stage, and the late adolescent or post-pubertal stage—to determine the time and manner of the sex instruction he needs and by whom it should be given. Some special problems of each age group and suggested projects in character education to be carried out at each stage are also included.

31. Sound Attitudes Toward Sex. Lester A. Kirkendall. [Amer. Social Hygiene Assn., 1790 Broadway, New York 19.] 1951. 11 pp. 10c. Quantity prices.

An analysis of some of the common attitudes toward sex with suggestions as to how they may be improved. The author considers moving from an attitude regarding sex as primarily physical to an acceptance of sex as a part of the total personality. Other factors for improving widespread attitudes are: an objective consideration of sex, poised acceptance, straight-forward frankness, and a recognition of the social implications of sex.

Student Personnel Services

32. Principles of Guidance and Pupil Personnel Work. Arthur J. Jones. 4th ed. [McGraw-Hill Book Co., 330 W. 42nd St., New York 18.] 1951. 630 pp. \$4.75.

This book discusses the need for organized guidance, especially for young people. It points out the extent to which conditions of modern life have contributed to that need and tells what help can be given by the church, the home, and the state as well as by the school. The book also considers the various types of problem areas and conditions which confront individuals. Specific methods of guidance for the elementary schools, the junior high schools, senior high schools, colleges and universities, and out-of-school youth are included. Chapter XVII will be of special interest to counselors working with Negro youth.

Teachers, Training of

33. Teachers for Today's Schools. Laura Zirbes. [Assn. for Supervision and Curriculum Development, 1201 Sixteenth St., N.W., Washington 6, D. C.] 1951. 81 pp. \$1.25. Quantity discounts.

In this booklet the author discusses the need for a basic reorientation of teacher education and outlines a new approach to their pre-service training. She brings new findings and resources which should challenge leadership to in-service improvement of teacher-education faculties and to a reconstruction of training programs and procedures. Some examples of the conditions and forces which seem to retard or obstruct advances and improvement in teacher education as well as those which have been constructive are included.

Tests and Scales

34. A Comparison of Results of Three Intelligence Tests. Roger

T. Lennon. Test Service Notebook No. 11. [World Book Co., Div. of Test Research and Service, Yonkers-on-Hudson, N. Y.] 1951. 4 pp. Free. Limited supply.

This notebook reports the results of a study conducted for the purpose of determining the equivalence among scores and IQ's derived from three widely used mental ability tests for secondary school pupils. The methods used in making the study, the findings, and their significance to teachers and workers in educational research, guidance counselors, and placement workers are included.

Vocational Guidance

35. Current Literature in Vocational Guidance. Henry Lash. [Div. of Extension and Higher Education, Los Angeles City Board of Education, 451 N. Hill St., Los Angeles 12, Calif.] 1951. 23 pp. Single copies, free.

An annotated bibliography on vocational guidance that will be of value to counselors, administrators, faculty members, and students in junior colleges. The materials included are divided into such categories as: Guidance in General; Testing and Appraising; Counseling; Jobs and Careers. Periodicals and those publications that are of special interest to deans of women are also classified. This bibliography presents a comprehensive picture of the current literature in the vocational guidance field.

36. Discovering Your Real Interests. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1951. 35 mm. 55 frames. \$3.00.

How interests can be used to help assure success in choosing a career is the main theme of this filmstrip. It explains the ten areas of interest measured by the *Kuder Preference Record*—Vocational, and shows how a knowledge of these fields helps students in career selection and in choosing extracurricular activities. The ten areas covered are: clerical, artistic, literary, mechanical, outdoor, musical, persuasive, scientific, computational, and social service. Teachers, guidance counselors, and administrators who use the *Kuder Preference Record* and the SRA Life Adjustment Booklet, *Discovering Your Real Interests*, will find this filmstrip of particular value.

for the STUDENT

Items listed in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

LIFE ADJUSTMENT MATERIALS

Adolescence

37. ***Into Your Teens.** Helen Shacter and Others. [Scott, Foresman and Co., 433 E. Erie St., Chicago 11.] 1951. 352 pp. \$1.92.

Written especially for boys and girls at the eighth-grade level, this book discusses what is known today about physical, mental, and emotional health as applied to the specific problems which they encounter at this stage of the growing-up process. Divided into eight units, it includes such topics as: Teen Troubles; Understanding Yourself and Others; Living in a Family; Your Own Health Questions; Living Safely; and Look Ahead. Teachers and administrators may use the Teacher's Edition of this book to find ways for working more effectively with pupils in their early teens and for helping them find better ways of meeting their real-life problems.

Job Satisfaction and Success

38. **Brief Explanations of the Six Major Legal Benefits American Workers Enjoy.** [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1952. 4 pp. 10c. Reprinted from *Glamour*, January, 1952.

Simple, clear explanations of the principal legal benefits enjoyed by American workers and how they may be applied in individual cases. The explanations given cover: Social Security, unemployment insurance, Federal Wage and Hour Law, Workmen's Compensation, disability insurance, and laws against discrimination. Prepared in the form of a chart, the information given tells what each practice is, who is entitled to its benefits, how much the workers contribute, the benefits derived, and the sources from which additional information may be obtained.

Marriage

39. **Choosing a Home Partner.**

Newell W. Edson. [American Social Hygiene Assn., 1790 Broadway, New York 19.] 1951. 14 pp. 10c.

This pamphlet discusses some factors to consider in choosing a marriage partner. It lists ten standards which should be set and honestly applied in order to make a wise and successful choice. Other factors which help determine your choice, including your particular objective in marriage, are also discussed.

Public Opinion

40. **Who Says So?** [Civic Education Project, 10 Craigie St., Cambridge 38, Mass.] 1951. 62 pp. 60c.

This booklet describes how a group of senior high school students learned about public opinion—what it is, how it works, and how it can be used. It also shows how these students then used public opinion to solve some of their problems. The booklet includes discussions of how newspapers, radio, movies, and other media of communication influence the development of opinions by affecting attitudes. It points out to young people the value of using such devices to make up their minds thoughtfully and carefully and to form sound opinions about important questions. This booklet may serve as a valuable aid in citizenship education.

Social and Personal Adjustment

41. **Live and Help Live.** S. H. Kraines and E. S. Thetford. [The Macmillan Co., 60 Fifth Ave., New York 11.] 1951. 408 pp. \$3.75.

Written clearly and simply, this book presents a practical set of principles by which to develop a philosophy of living. The authors discuss the various problems the individual faces in his search for happiness in today's changing world. The book is designed to show how to get the most from and give the most to life.

42. What Is Honesty? Thaddeus B. Clark. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 48 pp. 40c. Quantity prices. The often confused standards of our society regarding honesty make it difficult for us to know, sometimes, what is the honest thing to do. The purpose of this booklet is to give young people a deeper understanding and appreciation of honesty as it operates in everyday life, and to suggest how the problem of dishonesty among school groups and individuals may be attacked. It discusses, in a direct, reasonable way, what honesty is, why it's important to be honest, the specific problem of cheating, why people are dishonest, honesty in relations to maturity, how honesty affects our relations with others, and steps to take in attacking problems of dishonesty.

43. *You and Your Problems. Stanley E. Dimond. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 40 pp. 40c. Quantity

discounts.

Everyone has problems. Growing boys and girls are no exception. Often pre-teen and early teen-age children find their problems especially disturbing—they have had so little experience in solving problems. In this booklet, Dr. Stanley E. Dimond of the University of Michigan explains a simple, but practical, three-step problem-solving method developed as an outgrowth of the well-known Detroit Citizenship Education Study. The author discusses the method and explains how boys and girls can solve their problems more satisfactorily and effectively by following the three steps. He shows how the method can be applied to all kinds of problems—personal, school, community, national, or world. Not only does he discuss typical problems of boys and girls and ways of handling them, but he describes in detail how important school and community problems have been solved by groups of people tackling a problem in a systematic way. The attractive illustrations and readable style should make this booklet especially appealing to upper elementary and junior high school boys and girls.

VOCATIONAL INFORMATION

Chemistry

44. Careers in Chemistry. [B'nai B'rith Vocational Service Bureau, 1424 Sixteenth St., N.W., Washington 6, D. C.] 1951. 8 pp. 20c.

This Occupational Brief describes the job prospects for chemists and gives information on their work and training. Suggestions for choosing a college, costs of college training, the personal qualifications essential for success in the occupation, sources of employment, and rates of pay are included. Data covering beginning jobs, working conditions, and informational sources are also given.

45. The Chemical Profession. [American Chemical Society, 1155 Sixteenth St., N.W., Washington 6, D. C.] 1951. 40 pp. 25c.

An educational and vocational guidance pamphlet giving accurate, up-to-date information on the chemical profession. It was prepared primarily for high school and junior college students who are trying to decide whether or not to enter the field of chemistry or chemical engineering. The booklet discusses the field of chemistry as

a profession and describes the work done by those who enter the occupation. The amount of training required, the personal qualifications necessary for success, the employment opportunities, salaries, and sources of financial aid available to students are also included.

Education

46. Effect of Defense Program on Employment Situation in Elementary and Secondary School Teaching. Supplement to Bulletin 972, U. S. Dept. of Labor. [Supt. of Documents, U. S. Govt. Print. Off., Washington 25, D. C.] 1951. 14 pp. 15c.

Prepared for use in vocational counseling of young people in school, veterans, and others interested in the choice of an occupation, this bulletin describes the effect of defense mobilization on the employment of elementary and secondary school teachers. It presents data on the prospective supply of and demand for teachers in 1951-52, and considers salary changes and other factors which influence employment.

47. Good Teachers Make Good Neighbors. Kay Grove. [Mademoiselle, 575 Madison Ave., New York 22.] 1952. 10c. Reprinted from *Mademoiselle*, January, 1952.

This article gives facts about jobs for American school teachers in South America. It tells about two main types of teaching jobs: those with the U. S. State Department's Cultural Institutes where South American adults learn English; and those in private schools—supported by Americans living in the country or by American companies—to provide education for both native and American children. The jobs may be found in schools located in remote towns and in busy capital cities. Information is given on the qualifications necessary, pay scales, living conditions, advantages and disadvantages of the jobs. Examples of young women who are teaching in such places as Chile, Colombia, Costa Rica, Ecuador, and Mexico and their experiences are included.

48. Vocational Training Teacher. Vernard F. Group. Occupational Abstract No. 147. [Personnel Services, Inc., Main St., Peapack, N. J.] 1951. 6 pp. 50c.

The nature of the work, the working conditions, and duties of teachers of vocational training are described in this job brief. It contains information concerning the future employment prospects, the qualifications and training, earnings, and types of schools in which vocational training teachers are employed. The advantages and disadvantages of the work are also considered.

Engineering

49. Effect of Defense Program on Employment Outlook in Engineering. Supplement to Bulletin 968, U. S. Dept. of Labor. [Supt. of Documents, U. S. Govt. Print. Off., Washington 25, D. C.] 1951. 10 pp. 15c. This bulletin describes the employment outlook for both new graduates and for experienced men in the field of engineering. It shows how the defense production has increased employers' hiring of engineers, thus increasing demand for personnel. The long range employment opportunities as well as the present outlook are considered.

Health

50. The Job of the Physical Therapist. [American Physical Therapy Assn., 1790 Broadway, New York 19.] 1951. 14 pp. 50c. Quantity discounts.

A detailed analysis of what the physical therapist does, his working conditions, the physical, intellectual, emotional, and social demands of the job, and the personal characteristics that are necessary for job success. This booklet will be of interest and value to students considering a career in this field, to vocational guidance counselors, and to persons now engaged in the work. Information is included on the types of patients physical therapists treat and the typical equipment used by therapists in hospitals, clinics, schools for handicapped children, rehabilitation centers, and home care agencies.

51. Physical Therapy—Suggestions for Prospective Students. [Amer. Physical Therapy Assn., 1790 Broadway, New York 19.] 1951. 4 pp. Free.

Young people planning careers in physical therapy will be interested in the suggestions concerning courses and training included in this leaflet. They cover the prerequisites for training, including the personal, physical, and cultural qualifications that are essential. A list of schools approved by the Council on Medical Education and Hospitals of the American Medical Associations, showing the length of courses offered, the entrance requirements, the degree, diploma or certificate given, and the medical and technical directors, is also included. Special suggestions are for high school students or graduates, college students, and nurses.

52. The Public Health Nurse and Her Patient. Ruth Gilbert. 2nd ed. [Harvard University Press, 44 Francis Ave., Cambridge 38, Mass.] 1951. 348 pp. \$3.75.

In this book the author discusses the work of the public health nurse and describes the recent developments in the field of mental hygiene as they relate to public health nursing. From her own experiences in public health nursing and psychiatric social work,

she considers ways in which the public health nurse can work with individuals and groups more effectively and with greater satisfaction. The suggestions included are designed to help the public health nurse understand her patient and help him solve his health problems. This book will be of value to nurses in general, social workers and other workers who professional relationships bring them in contact with the public health nurse.

Home Economics

53. Dietetics as a Profession. [The American Dietetic Assn., 620 N. Michigan Ave., Chicago 11.] 1951. 30 pp. 25c.

This booklet offers complete information on the field of dietetics and describes the wide choice of careers open to those who meet the requirements. It lists the academic background—high school and college, the internship training required for dietitians and nutritionists, and the many types of positions in which they may be employed. Suggestions for getting started in the profession, information on salaries, working hours, living conditions, and other factors connected with the professional environment are included. Among the occupational fields discussed are: hospital dietetics; public health services; college and university food services; commercial food service; community nutrition; teaching; research; school lunch; air lines, railroads, steamship, and hotel food service.

54. Your Future Is Bright in Home Economics. Nancyann Woodward. [The American Home Economics Assn., 1600 Twentieth St., N.W., Washington 9, D. C.] 1951. Single copies, free.

This leaflet tells what home economics is and its value as a profession. Designed to introduce teen-age girls to the possibilities in home economics, it describes the employment opportunities for home economists in teaching, in research, in public health and social welfare, in dietetics and food service, in child care and guidance, in clothing and decorating, in business. The leaflet also points out the advantages of home economics training in marriage and homemaking. Information on the preparation necessary for a home economics career is also given.

Hotels and Restaurants

55. Cook or Chef. G. A. Dobson. [Vocational Guidance Centre, 205 Avenue Rd., Toronto 5, Canada.] 1951. 4 pp. 10c.

Cooking is an occupation, its history and development, is described in this monograph. The duties of a chef or cook, his working conditions, the personal qualifications and preparation necessary for entry and success in the occupation, and the types of food preparation in which cooks may specialize are described. Information is also included concerning the earnings of cooks, the opportunities for advancement, the advantages and disadvantages of the occupation, and related jobs. Suggestions for getting started toward the occupation are also given.

Library Work

56. Librarians. [Michigan Unemployment Security Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1951. 43 pp. 25c. Quantity prices.

This Guide gives a brief history about libraries and describes the various kinds of libraries found in the Michigan area. It includes data regarding the different kinds of library work, earnings, working conditions, and employment outlook. Information is also given on the personal and professional qualifications for the work, methods of entering the profession, the advantages and disadvantages of the job and hiring channels. A list of professional associations for librarians and a comprehensive bibliography are included. Although this publication was prepared specifically for Michigan and covers conditions in that area, much of the information applies as well to other areas.

Manufacturing, Miscellaneous

57. Cordage. William A. Scherff. American Businesses Monograph No. 1. [Research Publishing Co., 6 Beacon St., Boston 8, Mass.] 1951. 32 pp. \$1.00.

This booklet presents a descriptive picture of the cordage business—its history, development, and present status. It describes the various types of raw materials used in rope-

making and tells how they are prepared. Photographs are included showing various stages of the process. The booklet also includes information on the employment opportunities in the industry, the advantages and disadvantages of the work, and the types of positions the business offers.

Music

58. **The Right Job for Judith.** Enid Johnson. [Julian Messner, 8 W. 40th St., New York 18.] 1951. 184 pp. \$2.50.

A fictional account of a young girl's ambition to become an opera singer and her heartaches, failures, and triumphs until, she finally found the right place for herself in the occupational world. The story gives information on what it takes to make for a successful career in singing and shows the amount of training, practice, and other qualifications that are required. This book will make interesting as well as informative reading for young people who may consider singing as a career.

Personnel Work

59. **Job Analyses of Educational Personnel Workers. Part II, Occupations,** October, 1951. [National Vocational Guidance Assn., 1424 Sixteenth St., N.W., Washington 6, D. C.] 1951. 22 pp. 20c. Quantity prices.

A report by the Study Commission of the Council of Guidance and Personnel Association which discusses jobs in twelve areas of educational personnel work. The jobs described are for counselor at all school levels; deans of boys or deans of girls in high schools and colleges; director of guidance in colleges and in public schools; director of placement, director of religious activities, director of student affairs, and foreign student counselor, all on the college level; personal counselor; residence counselor; and placement officer. The educational training and experience required for each job, the duties, working conditions, and other job factors are included.

Recreation

60. **The Camp Counselor.** Reuel A. Benson and Jacob A. Goldberg. [McGraw-Hill Book Co., 330 W. 42nd St., New York 18.] 1951. 337 pp. \$4.50.

This book gives detailed descriptions of the responsibilities and opportunities in promoting the physical, mental, emotional and social well-being of campers. It will serve as an invaluable guide for prospective counselors, instructors, and workers in the field. The book also offers suggestions for helping in the adjustment of handicapped campers and for handling behavior problems. Appendixes include camp standards, a code of ethics, a camp counselor's application form, a camp staff application form, an employment contract, a counselor rating scale, and a check list of counselor abilities.

Repairing Services

61. **Automobile-Body Repairing Occupations.** [Michigan Unemployment Compensation Commission, Employment Service Div., 7310 Woodward Ave., Detroit 2, Mich.] 1951. 27 pp. 25c.

This Occupational Guide gives information on the various types of auto body repairing tasks performed by workers in the Automobile Service Industry. It discusses the employment prospects in the industry, the qualifications and training required of workers, their working conditions, salaries, and methods of entry. While some of the material in this guide applies specifically to the Michigan area, the general job description, qualifications, and other vocational factors will be of general interest.

Retail Trade

62. **Employment Outlook in Department Stores.** Bulletin No. 1020. [U. S. Govt. Print. Off., Washington 25, D. C.] 1951. 23 pp. 20c. This study was prepared in cooperation with the Veterans Administration for use in the vocational guidance of veterans and young people in schools and colleges. It gives detailed information about the long-range employment opportunities, duties, training, earnings, and working conditions in all the important occupations in department stores. The specific occupations included cover merchandising, receiving, customer service, maintenance and operation, financial control, publicity, and personnel work.

Rural Services

63. **Extension Service Home Economics.** Bulletin No. 3, Vol.

XLV. [Simmons College, 300 The Fenway, Boston 15, Mass.] 1951. 4 pp. Free.

Young women who plan home economics careers will be interested in the opportunities in the Extension Service as home demonstration agents or as county club agents. This bulletin describes the work of the extension workers and lists the personal and educational qualifications necessary for success in the occupation. High school courses and activities which will be of later value to the student are suggested. The advantages of home economics training for young women as a profession and in homemaking are considered.

Science

64. Natural Scientists Needed.

Beatrice H. Simmons. [Polytechnic Inst. of Brooklyn, Vocational Consulting and Testing Div., 303 Washington St., Brooklyn 1, N. Y.] 1951. 4 pp. Apply. Reprinted from *Nature Magazine*, November, 1951.

An article describing the employment prospects for various natural science occupations. Information is given concerning the qualifications and training necessary for each occupation, the working conditions, duties, and places of employment. The occupations described are: agronomist, farmer, geologist, geophysicist, physiologist, entomologist, veterinarian, microbiologist, parasitologist, and plant pathologist. Young people who may want to enter these or other related natural science fields will find this information of value.

What does a Counselor do? What educational background should a Director of Placement have? Many colleges are adding Foreign Student Advisers—what's the job like? How much time does a Director of Religious Activities spend on guidance? Should a Dean of Girls or Boys have teaching experience? These questions, and many others, are touched on in "Job Analyses of Educational Personnel Workers," the 22-page report of the Study Commission of the Council of Guidance and Personnel Associations. Twelve educational personnel jobs are discussed in this report, which is based on study of 218 separate job analysis schedules obtained from 32 colleges and universities, 25 junior and senior high schools, and six public school systems in 10 states. This timely publication appeared in October as Part II of

OCCUPATIONS

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